

From: [Jose Gonzalez](#)
To: [Rena Leddy](#); [Jasmine Ramos](#); [Ariana Gomez](#)
Cc: [Kent Smith](#)
Subject: Credit Card Purchases Log Form
Date: Tuesday, July 07, 2015 3:02:39 PM
Attachments: [Credit Card Purchases Log Form.xlsx](#)

Hi Everyone

As mentioned earlier, attached is the new form to use for credit card purchases (to reduce the paper work). Please just update your information on the second line on top and the Submitted By at the bottom.

You will need to submit the form and receipts only once a month – after the statement closing date, which is the 10th of every month.

NOTE: If the purchase is greater than \$500, please also complete and give Kent a separate PO Request Form before making the purchase.

Thank You and let me know if any questions.

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